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Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010046-5

TO : Chief of Logistics

JAN 6 1955

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Production Report (continued item) -- The Weekly Production Report is attached.

2. PROJECTS

a. Renovation of Space for Motion Picture Facilities (continued item) -- The carpentry and electrical work continues to progress satisfactorily on this project. Electrical work can progress only so far, however, until the transformer room is remodeled. The Chief, RE&C, has this project to rule on and forward to GSA for implementation.

b. Securing the Large Press Room (continued item) -- Information furnished last week under this heading was erroneous. We now understand this contract is still on the desk of the Chief Contract Officer for review and signature. A follow-up has been made and we are waiting information as to when this contract will be forwarded for implementation.

c. Painting of Cafeteria (continued item) -- Colors for painting the cafeteria have been suggested by GSA and approved by P&RD. RE&C will ask GSA for estimates and then proceed with an order to have the painting done.

d. Repair of Front Door [REDACTED] (continued item) -- The mechanics have found that some parts necessary to repair the overhead door were not received in the original shipment. Daily follow-up with [REDACTED] building owner representative, indicates the missing parts were air expressed from Detroit on 31 December 1954. They were just received this morning however. The mechanics will be requested to begin repairs immediately.

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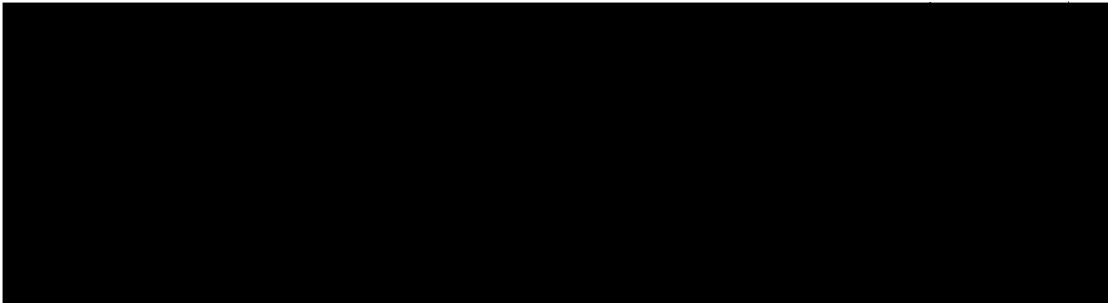
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3. OTHER ITEMS OF INTEREST



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b. Rush Work (continued item) -- There are 13 ORR reports in process; 2 advanced copies are at ORR for final approval and 1 was completed and delivered during the past week.

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c. Printing of Supplemental Newspaper Clippings (continued item) -- [REDACTED] RQM/OIS, is being advised that this program can commence at his convenience after 10 January 1955.

d. Dissemination of Agency Regulatory Issuances (continued item) -- No change.

STATSPEC

e. [REDACTED] (continued item) -- A request has been made to purchase 20 million sheets of A. B. Dick mimeograph paper. This request is to replace mimeograph stocks but A. B. Dick paper is specified as a result of our recent experiments in printing [REDACTED] where a considerable paper savings was experienced in the reduction of the number of blank pages processed.

STATSPEC

f. AFOIN Maps for OCI (continued item) -- Series II and III on this project is progressing satisfactorily. Four additional maps, not originally scheduled, have been added to this project.

g. Support to Plant I in OCI (new and complete) -- Due to illness and special assignments of Plant I personnel, a pressman from the main plant has spent two days during the week at Plant I assisting in keeping work current.

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h. NEA Support (new) -- A [REDACTED] of NEA made an inquiry of P&RD as to whether material could be set in a foreign language and printed. He had approximately 100 pages of material in [REDACTED] that he wanted printed including all diacritical

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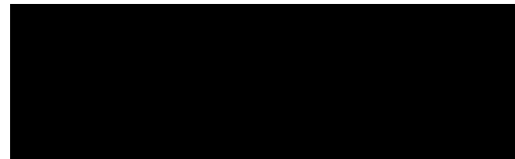
markings. [REDACTED] is waiting to go overseas and wants to take this material with him. A sample page was set and a proof given [REDACTED]. He seemed extremely pleased with the results but is seeking approval of his superiors because of the cost, before proceeding with the job.

i. Jury Duty (new) -- [REDACTED] of our Motion Picture Section, has been called for jury duty. Since there are only two men in this Section, production will be materially affected for the next thirty days.

4. SPECIAL PROBLEMS

a. None.

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